

TEMPORARY EMPLOYMENT

You have just accepted a temporary appointment with the California National Guard. To help you understand what this means to you, a few facts about your employment are listed below:

- a. Your job is a temporary one, one in which the need is for a definite length of time. There is no guarantee as to how long you may be employed. Your employment may be terminated at any time.
- b. During your employment, you will be earning sick leave for four (4) hours per pay period and annual leave at a rate based on years of Federal Service as explained to you during the appointment process. Annual leave is credited after being employed for 90 continuous days. After completing the 90-day period, employees are entitled to be credited with the leave they accrued during those 90 days.
- c. As a temporary employee, you will not be covered by a hospital insurance plan of Federal life insurance, and you cannot participate in the retirement system.
- d. As a temporary employee, you cannot be considered for promotion or change to a different line of work.
- e. The fact that you have accepted a temporary appointment will not jeopardize your chances to be considered for a permanent Excepted appointment if you are eligible.
- f. When your job is about to expire, prior to your Not to Exceed (NTE) date, every effort will be made to give you at least thirty (30) days notice.

Thank you for helping us during a period of special need. We hope your employment here is a satisfying and rewarding experience.

I understand these conditions of employment.

(Signature)

(Date)

(Type/Print Full Name)

(Social Security Number)